



**MONTANA STATE HOSPITAL
FORENSIC MENTAL HEALTH FACILITY
POLICY AND PROCEDURE**

**DIETARY GLOVE USE FOR
THE FORENSIC MENTAL HEALTH FACILITY**

Effective Date: February 1, 2016

Policy #: MSH FMHF -19

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- I. PURPOSE:** To protect food, to prevent cross-contamination by minimizing bare hand contact with cooked and ready-to-eat foods, and to protect patrons from contagious and foodborne illnesses.
- II. POLICY:**
 - A. Contract Dietary and Montana State Hospital (MSH) Forensic Mental Health Facility (FMHF) personnel will utilize gloves to prevent viruses and bacteria from contaminating the food.
 1. Gloves should be used when preparing or touching ready-to-eat or already cooked foods that will not be thoroughly cooked or reheated after it is prepared.
 2. When using utensils gloves should not be used if you are not directly touching the food with your bare hands.
- III. DEFINITIONS:**
 - A. Foodborne Illnesses: Disease carried or transmitted to people by food.
 - B. Cross Contamination: Occurs when microorganisms are transferred from one surface to another.
 - C. Ready-To-Eat Food: Convenience food or tertiary processed food is commercially prepared food designed for ease of consumption.
- IV. RESPONSIBILITIES:**
 - A. Dietary Services:
 1. Will provide hand washing facilities. Where sinks are not practical, alcohol-based hand rub will be available.
 2. Gloves will be provided to all individuals involved in preparing and serving food.
- V. PROCEDURE:**
 - A. Gloves are effective in preventing cross-contamination of health care worker's hands and help reduce transmission of bacteria and viruses to food if they are used appropriately. Timely hand hygiene is performed using the method of hand rubbing or hand hygiene. Employees will:
 1. Wash their hands thoroughly before and after wearing or changing gloves.
 2. Choose the correct size gloves to fit their hands from the variety of glove sizes that the facility provides.

3. Change disposable gloves between tasks and not wear them continuously. If raw meats, poultry, or seafood is handled with gloves on, employees will not handle ready-to-eat and cooked foods without washing their hands and changing their gloves.
4. Change gloves as soon as possible if the integrity of the glove is compromised (e.g. punctured or torn). Compliment this change with hand hygiene.
5. Change gloves if they are in continual use for 4 hours, even if performing a single task.
6. Change gloves after sneezing, coughing, or touching hair and/or face.
7. Will NOT use gloves for nonfood tasks, including cleaning, changing out milk, juice, pans & condiments, etc.
8. Wear gloves with handling salad bar items, fruits, sandwiches, cooked foods, deli meats, cheeses, breads, and ice.
9. Will NOT reuse gloves.
10. Will NOT store gloves in pockets for later use.

B. Gloves are located in racks at hand sinks and near workstations.

* The use of gloves when not indicated represents a waste of resources, does not contribute to a reduction of cross-contamination, and may increase the risk of germ transmission.

VI. REFERENCES: ServSafe Guide; ARM 37.106.1908

VII. COLLABORATED WITH: Associate Director of Nursing, Director of Dietary Services

VIII. RESCISSIONS: None, new MSH FMHF policy.

IX. DISTRIBUTION: All MSH FMHF policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per M.C.A. § 307-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Dietary Services

XII. ATTACHMENTS:

A. Techniques for donning and removing non-sterile examination gloves

_____/____/____
John W. Glueckert Date
Hospital Administrator

_____/____/____
Thomas Gray, MD Date
Medical Director

Technique for Donning and Removing Non-sterile Examinations Gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



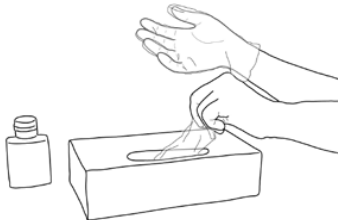
1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

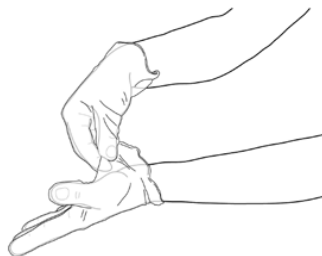


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

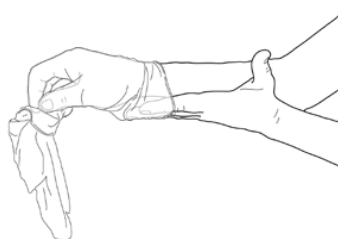


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water